

CENTRAL CHARGES

GSA WITS TELEPHONE SERVICES-HCHB (PROJECT 7172000)

Description of Service: This project was established for the monthly telephone bills covering common usage charges, local message unit charges, directory assistance and related charges in the Herbert C. Hoover Building and other selected Commerce locations. FTS 2001 long distance charges are not included in this project.

Basis of Charge - Automatic Monthly: Costs are billed to each bureau based on their share of the number of telephones in service in the Herbert Clark Hoover Building.

FTS 2001 LONG DISTANCE SERVICES-HCHB (Initiated in FY-2004) (PROJECT 7176000)

Description of Service: This project was established for the monthly FTS 2001 Long Distance telephone bills. In FY 2004, the General Services Administration (GSA) changed its method of billing long distance services. In the past GSA billed DoC bureaus directly for long distance services. Beginning in FY 2004, GSA billed the Office of the Secretary for long distance services in the HCHB and will continue this method of billing.

Basis of Charge - Manual: Costs are billed to each bureau based on actual usage.

GSA SPACE RENT (PROJECT 7200000)

Description of Charge: The General Services Administration bills agencies "Space Rent" in accordance with P.L. 92-313. GSA bills the Office of the Secretary monthly for rental of the Herbert C. Hoover Building and other selected locations (Washington, D.C.; Sunrise, FL; Gaithersburg, MD; Norfolk, VA; and Springfield, VA). This project has been established to provide a central billing mechanism for GSA to collect charges incurred by DoC bureaus for space occupied at various locations. In addition, this project provides car-pool parking at local garages for HCHB occupants.

CENTRAL CHARGES (Continued)

Basis of Charge - Manual: Costs for space rent are billed to each bureau based on proportion of space occupied versus total square footage in the HCHB and other Commerce facilities. Costs for car-pool parking are billed to each bureau based on actual usage (# of spaces).